

Video.nottingham

The video.nottingham service allows you to create your own podcasts. Students can subscribe to your podcast via RSS feeds and be notified when you produce new media items (also known as episodes). If you simply wish to use the service to host video for students to watch (e.g. in Moodle), the procedure is still the same.

You must have a valid University username to use the system and it is currently only available to staff.

1. How to use the system

Once registered, you will receive an email with login information:



If you do not receive an email, please contact ui-lecture-capture@nottingham.ac.uk with subject "video.nottingham- login not received":

1. Log in at: <http://video.nottingham.ac.uk/cgi-bin/podcast> or using the link in the email and enter your email address and the password from the email.

The screenshot shows the login interface for the ULCC Media Service. At the top left is the University of Nottingham logo. A blue 'feedback' button is on the left. The main content area has a blue header 'Login' and a sub-header 'Log in to ULCC Media Service'. Below this are input fields for 'email' and 'password', followed by a 'login' button. A link for 'Forgotten Password?' is below the button. At the bottom, it says 'ULCC Media Service. Authorised users only.'

2. You will be presented with a 'Welcome' screen as shown below:

The screenshot shows the 'My Podcasts' section of the user interface. It has a blue header 'My Podcasts' and a 'Welcome' message. The text explains that users can create several podcast feeds, each consisting of multiple episodes. It provides instructions on how to create a new feed by entering a name and clicking 'Add'. It also mentions that users can upload individual episodes to an existing feed. At the bottom, there is a form to 'Create a new podcast feed' with an 'Add' button. On the right side, there are links for 'Account Details', 'Podcasts', and 'Links'. The top right corner shows the user is logged in and provides a link to 'My Details'.

2. Changing your password

1. To change your password to one of your own choice, choose **My Details** (next to **Logout** in the top right hand corner of the screen)

The screenshot shows the 'My Details' page. It has a blue header 'My Details'. Under the heading 'Change Password', there are two input fields: 'new password' and 'retype to confirm', followed by a 'Submit' button. Below this, under the heading 'Change Email', there is a single input field followed by a 'Submit' button.

2. On the resulting page, enter your new password then retype it to confirm and click on the **Submit** button.

3. Once you have submitted your new password you will receive a '*password updated*' message



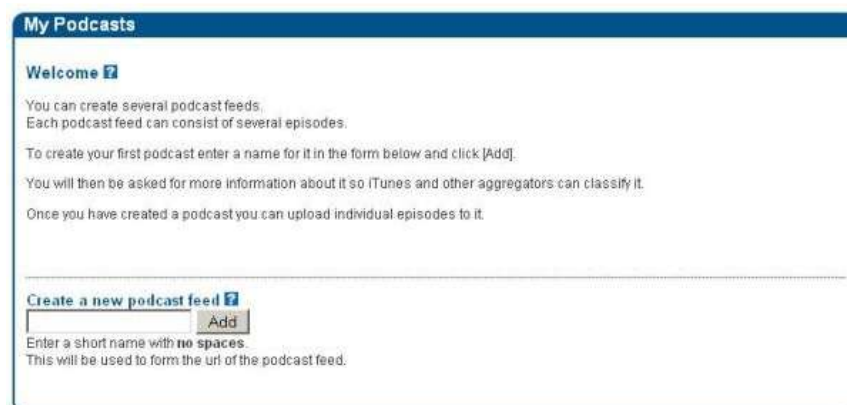
4. To navigate back to the **Welcome** screen, choose the **Add new/View all** link (on the right of the screen, below the Podcasts search box)

3. Creating a new podcast

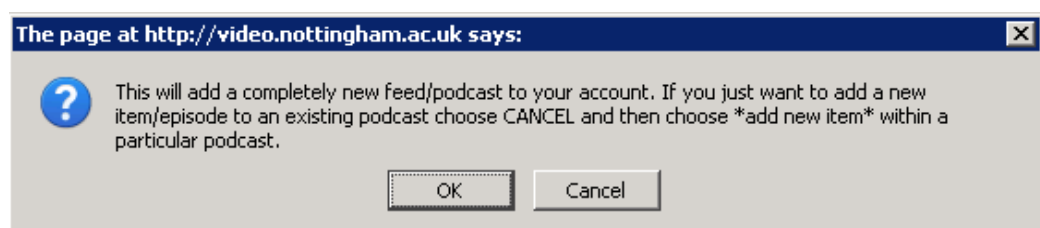
1. Create a new podcast feed by entering your username and school/department separated by a hyphen.

For example, if your username were *cczseh* and your department *IS*, the podcast feed would be called *cczseh-IS*.

If you create more than one feed, suffix the names with a number (eg *cczseh-IS1*, *cczseh-IS2*, etc). Do NOT use spaces.



2. When you click **Add**, the resulting message checks that you really did want to create a new **podcast** (set of videos) rather than an individual **episode** (single video)
3. Click **OK**



4. The form that now appears allows you to set a **Title** and **Description** for the group of videos that you are uploading. This might, for example, be the module code and title of the module to which the videos relate.

The only required fields here are **Title** and **Description**, but you may also add **keywords** and change the podcast icon from the default.

The other fields are only relevant if you wish to make the content available via **iTunes** or the University's new iTunes U channel. If you wish to do this, please seek advice by emailing ui-lecture-capture@nottingham.ac.uk with subject *iTunes* and we will contact you with more information

Manage Podcast

 **No Title**

<http://video.nottingham.ac.uk/coweth5.xml>

<http://video.nottingham.ac.uk/coweth5.xml>

Episodes **Podcast Detail** **Statistics**

Add/Edit below the detailed information describing your podcast:

Title
No Title

Webpage
Required

Description
Required 255 characters remaining (Max 255)

Keywords
0 words, Max 12. Use commas to separate.

Copyright

Author

Owner Name

Owner Email

Explicit
yes ☐ no (clean) ☐

Block in iTunes
yes ☐

Categories
[Change/add categories](#)

Image
[Change](#)



Save

5. Click **Save** and you will see your new podcast information with a new option to **Add New Episode** (video)



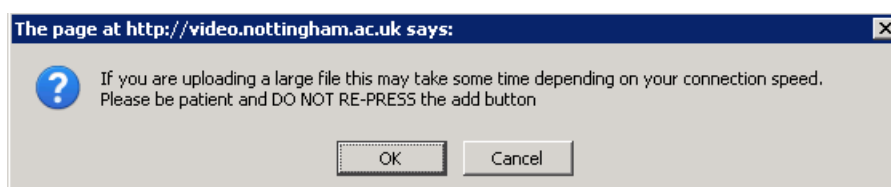
4. Adding a new episode (video)

1. Clicking on **Add New Episode**
2. Use the **Browse** button to choose a video file
3. Tick the **Streaming** check box
4. Enter a name and description for the video. The **Add extra info** box is only relevant if you have already spoken to us about iTunes/ iTunes U
5. Clicking on **Add** will upload the file



Please note: if you are uploading a large file or have a slow connection you may have to wait several minutes for the file to upload before you are moved on to the next page.

You will see the following warning. Please pay attention to this and **Do Not** keep pressing the **Add** button.



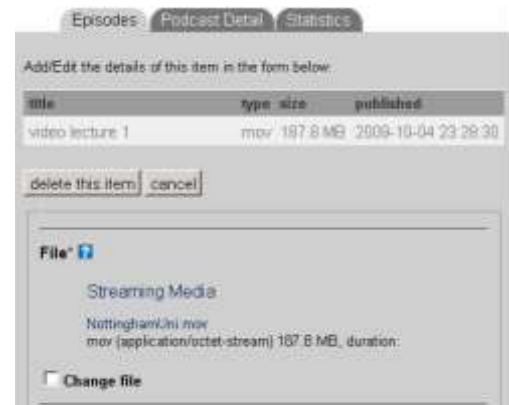
6. A progress bar reports the progress of the upload



7. Once the upload is complete, you will see a screen similar to the one on the right:



8. Click on the title of the lecture to view the link to the streamed version of the video or click on the **Streaming Media** link to view the streamed flash video. (This opens in a new window so that you can navigate back to the ULCC podcast management pages at any point)



9. The **Streaming Media** page contains a link to code that can be copied and pasted into Moodle or a web page.



For all enquiries please email ui-lecture-capture@nottingham.ac.uk